

## Work habits are used to evaluate employee performance

*PerformMinneapolis* is the City's new performance management process that is gradually replacing the previous employee annual review program. Currently in use by several departments, *PerformMinneapolis* will be used by all departments by 2015.

The *PerformMinneapolis* process is based on input from employee focus groups and shifts the focus from a review of past performance to ongoing discussions aimed at connecting employees' work to City goals, focusing on results, setting expectations, and fostering career growth.

To continue introducing *PerformMinneapolis* to our workforce, articles are being written that outline six job success factors tracked by the performance monitoring process. This is the fourth article in the series and outlines productive work habits; the previous article (May 8, 2013) discussed the Quality of Work component of the program. Future articles will outline the other [job success factors](#).

### **PerformMinneapolis defines productive work habits**

Every City employee will be assessed on productive work habits. For the City of Minneapolis, productive work habits mean the extent to which overall work style is effective and productive in terms of time management, setting objectives and priorities, and following up on commitments across a variety of work challenges.

Employees who have acceptable productive work habits:

- Arrive to work on time and prepared to work.
- Arrive to meetings on time and prepared to participate.
- Have organized work space.
- Are efficient in planning, priority setting, time management and execution.
- Offer solutions when noticing a problem.
- Stand out as an employee who can be depended upon to get the work done.
- Notice when there is work to be done and steps up to take action.
- Allocate resources to best address needs and priorities.
- Does not waste own time or the time of others
- Make realistic estimates of time requirements and resource needs.

### **How are your productive work habits?**

Employees can get a good indication of how they are doing with regard to productive work habits by seeking feedback from internal and external customers, including asking their supervisor.

Here are some simple ideas to improve your productive work habits:

- Arrive on time and be prepared to work (set alarm clock ½ hour earlier)
- When pointing out problems, offer a solution
- Schedule a meeting instead of stopping by unannounced and ask others to do the same
- Take advantage of technology.

### **How *PerformMinneapolis* works**

[PerformMinneapolis](#) uses a three-step cycle of planning, monitoring and recognition. The process begins when an employee and supervisor meet to plan and set expectations for the coming year. The process encourages both the supervisor and employee to monitor performance during the year. Finally, the year's accomplishments are documented and recognized in a performance appraisal.

### **What's next?**

To learn when your department/work group will begin using the new process, check the [tentative department roll-out schedule](#).